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OCCUPATIONAL SAFETY AND HEALTH

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**OCCUPATIONAL SAFETY AND HEALTH AND  
ENVIRONMENTAL PROTECTION PROGRAM**

I. PURPOSE:

The purpose of this document is to set forth the Center for Veterinary Medicine's authority, policy, scope, and assignment of responsibility as pertains to the establishment and management of a comprehensive occupational safety and health and environmental protection program.

II. AUTHORITY:

The occupational safety and health and environmental protection program within the Center for Veterinary Medicine is established in accordance with the following references:

- C Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, February 26, 1980.
- C Section 19(a), Public Law 91-596, Williams-Steiger Occupational Safety and Health Act, Federal Agency Safety Programs and Responsibilities.
- C 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, Occupational Safety and Health Administration, Department of Labor.
- C Department of Health and Human Services Safety Management Manual, September 18, 1987.
- C FDA Staff Manual Guide 2130.1, FDA Safety and Occupational Health Management Program.

The provisions stated in this policy do not supplant DHHS or FDA occupational safety and health and environmental protection policies or programs.

III. SCOPE:

The CVM Occupational Safety & Health and Environmental Protection Program is applicable to all CVM operations and activities; it is directed to the prevention of injury, illness, property damage, and environmental impacts present in, or resulting from, performance of official duties. Included in the scope of applicability are:

- C all CVM employees;
- C Contractor employees, as provided for contractually;
- C other individuals when utilized by and in the service of the Center (including visitors).

#### IV. DEFINITIONS

- A. *Safety Program*: Center for Veterinary Medicine Occupational Safety & Health and Environmental Protection Program.
- B. *Workplace*: those physical locations regularly occupied by CVM personnel in the performance of official duties.
- C. *Safety Officer*: the Safety and Occupational Health Manager responsible for managing the CVM Occupational Safety & Health and Environmental Protection Program.
- D. *Incident*: an unintended or unplanned occurrence which results in:
  - C injury or illness to personnel;
  - C damage to property or equipment;
  - C interruption or interference with the quality and/or orderly progress of work;
  - C or, a combination of the above.

#### V. ASSIGNMENT OF RESPONSIBILITY

- A. The Center Director is responsible for directing programs that, meet or exceed, the legal requirements for occupational health, safety, and environmental protection. The Center Director is responsible for ensuring that the following elements are fully implemented within the scope of his/her authority:
  - C Safety Program establishment and administration;
  - C compliance with regulatory requirements;
  - C incident investigation, reporting and analysis;
  - C annual facility survey/inspection;
  - C establishing procedures for safety review of planned actions;
  - C safety education, training, and promotion.
- B. Supervisors at all levels throughout the Center are responsible for maintaining a safe and healthful workplace by:
  - C complying with all applicable safety and health standards, rules, regulations and orders pertaining to activities immediately under their jurisdiction;

- C ensuring that employees are instructed and/or trained in safe practices and methods of job performance as pertains to their assignment;
  - C ensuring that sick and/or injured employees receive appropriate first aid and/or medical attention;
  - C investigating and reporting each incident and/or injury in accordance with established procedures;
  - C initiating, to the limit of their authority and capability, such actions necessary to correct unsafe or unhealthful working conditions determined to exist and promptly advising appropriate management when such conditions require corrective actions beyond their authority;
  - C conducting regular surveys of their operations to ensure compliance with such safety standards, codes, regulations, rules and orders applicable to the work area concerned;
  - C ensuring that employees under their supervision are aware of their responsibilities.
- C. Employees at all levels throughout the Center are responsible for:
  - C complying with such occupational health and safety standards, rules, regulations, and orders issued by the Agency or Center as are applicable to an employee's action and conduct;
  - C promptly advising their supervisor regarding all work-related incidents resulting in personal injury, illness and/or property damage;
  - C promptly report to their supervisor or appropriate Safety Officer any unsafe or unhealthful conditions in the work environment;
  - C taking all necessary and appropriate safety precautions to protect themselves, other personnel and the environment.
- D. CVM Safety and Occupational Health Manager is responsible for:
  - C identifying the applicable standards, guidelines, and practices necessary for a safe and healthful work place;
  - C establishing and annually reviewing safety policy and procedures;
  - C comprehensively inspecting all CVM workplaces at least annually to identify unsafe or unhealthful conditions;
  - C identifying the need for, and providing, training and education;
  - C providing consultation for occupational safety & health and environmental protection issues;

- C maintaining comprehensive records of problems and solutions at the operational level and sharing this information with the appropriate supervisor(s) and CVM Safety Committee.
- E. CVM Safety Committee is responsible for:
  - C monitoring and assisting in the quality and performance of the CVM Occupational Safety & Health and Environmental Protection program;
  - C considering and making recommendations to the Center Director concerning occupational safety & health and environmental protection policies, goals, and training;
  - C encouraging safe work practices and an increased safety awareness;
  - C assisting in the conduct of facility inspections to detect unsafe or unhealthful conditions and remaining alert for unsafe work practices;
  - C assisting in risk assessment and making recommendations for corrective measures when hazards are identified;
  - C reviewing resource requirements and recommending priorities when necessary;
  - C fostering open communication between employees and management concerning occupational safety & health and environmental protection issues;
  - C providing a mechanism for employees to assist management in improving occupational safety and health by enhancing management's understanding of day-to-day workplace operations.